

Senior System Checklist

DA Form 7222 Senior System Civilian Evaluation Report

Part I - Administrative Data

Ensure that:

- The rating period coincides with the Counseling Form (DA Form 7222-1).
- The rating period is correct.
- The rating period covers at least 120 days on standards.
- The appropriate reason for submission has been checked (e.g., Annual [include the word “early”, if applicable], or Special.)

Part II - Authentication

Signed by:

- Rater (in II a), Intermediate Rater (if applicable in II b) and Senior Rater (in II c)
- Ratee signs after Rater and Senior Rater have assigned a rating and appropriate discussions have occurred.

Part III – Performance Award/Quality Step Increase – This part is no longer used.

Part IV - Duty Description

- Description must be confined to the space provided.
- Give a brief description of the duties and indicate whether the current position description is correct (accurately describes the major duties performed).

Part V - Values

- Comments are not mandatory, but they are encouraged.
- Comments need to be in bullet form.
- Comments need to be limited to not more than two lines per bullet.
- Comments need to be double-spaced between bullets.
- Only positive comments should be listed (non-derogatory.)

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Part VI - Performance Evaluation

Rater will:

- Mark the appropriate objective rating box (VI a).
- Ensure the total percentage of the rated objectives matches the level of rating in VI a.
- Mark the appropriate box to indicate either YES or NO for Excellence in Org Mgt/Ldshp **OR** EEO/AA in VI a. for supervisors or managers. Specific objectives must appear in the 7222-1 (Support Form) for Org Mgt/Ldshp and EEO/AA.
- Write bullet comments for any rating above or below "Success level 3" (this is mandatory).
- Ensure that comments are double-spaced between bullets.
- Confine comments to the space provided.

Part VII - Intermediate Rater (if applicable)

Intermediate Rater will:

- Provide double-spaced bullet comments regarding employee's performance.
- When unable to come to agreement with Rater, provide the Senior Rater with both the Rater's and Intermediate Rater's views, preferably in writing.

Part VIII - Senior Rater (Overall Rating)

- Ensure that the appropriate Overall Performance Rating block is marked in VIII a.
- Ensure that the overall rating in VIII matches the objective rating in VI a.
- Provide bullet comments on both the performance and potential of Ratee in part IX
- Comments need to be limited to not more than two lines per bullet.
- Comments need to be double-spaced between bullets.
- If the Senior Rater disagrees with the Rater on the employee's final rating and resolution through discussion/ negotiation has not resulted in agreement, Senior Rater will either direct or make the necessary changes.

Note: The Senior Rater has the final say on the employee's final rating. The Senior Rater has the authority to direct the Rater to make the appropriate changes to the TAPES forms

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DA Form 7222-1, Civilian Evaluation Report Support Form

- DA Form 7222-1 is required to be attached to the DA Form 7222.
- Rating period dates must match the rating period dates on the DA Form 7222.
- Ratee, Rater, Intermediate Rater (if applicable), and Senior Rater must initial and date the form
- At least the initial counseling and mid-point review need to be documented on the DA Form 7222-1 and will be initialed and dated by at least the Ratee and Rater.
- Annotation of the main points of any counseling (e.g., initial and mid-point) is required to be documented on the 7222-1
- Performance plan must be in place for at least 120 days.
- Annotate a rating for each objective (E-Excellence, S-Success, NI-Needs Improvement, F-Fails) in pen or pencil to the left side of the objective.
- Two copies of the appraisal should be made: one for the employee's records and one for the supervisor to include in their supervisory file.

References:

AR 690-400, Chapter 4302 (Total Army Performance Evaluation System):
http://www.apd.army.mil/pdffiles/r690_400.pdf

5CFR, Chapter 430 (Code of Federal Regulations: Administrative Personnel)
http://www.access.gpo.gov/nara/cfr/waisidx_06/5cfr430_06.html

5USC, Chapter 43(Performance Appraisal)
http://www.law.cornell.edu/uscode/5/usc_sup_01_5_10_III_20_C_30_43.html

Performance Objectives/Responsibilities (Civilian Personnel Online):
<http://cpol.army.mil/library/permis/52211.html>